

Carlyon Beach Homeowners Association

Board Meeting Minutes

June 27th, 2023

Present: Mike Haskett, Marv Harris, Stan Harris, Pat Olive, Barb Quick, Destiny Hagest
Absent: Richard Allard, Dianne Bradford

I. The meeting was called to order at 6:03pm

II. Flag salute

Pat makes a motion to excuse Diane and Richard, Marv seconds

III. Board meeting protocols

- A. Pat brings up that we talked about processes and guidelines during the workshop, assuring members that we're following these guidelines. Reiterates that we're very interested in hearing people's thoughts, questions, and suggestions
- B. Pat reiterates that we should keep member comments to under 3 minutes. Mike will keep track of timing to help keep meetings productive. Pat reiterates that we won't be able to vote on things during that period of time.
- C. Pat says that the board will sometimes put what we plan to vote on in the agenda to make membership aware of what's on the agenda.
- D. Pat calls for questions, there are none.

IV. Member Comments

- A. Pat reports that the board received multiple comments from Sandy and asks when she would like to address them.
- B. Sandy would like to see a copy of the bids we received for the water hookups and the well.
 - 1. Mike says she just needs to make a formal document request to Mike to receive that.
- C. Sandy addresses the rumors surrounding multiple leaks in the water system, and voices concerns about whether additional water output will exacerbate the problem.
 - 1. Pat agrees to address this during the water report
- D. Lyle wants to know what the approach will be in reviewing and revising the bylaws and regulations.
 - 1. Pat says there is a yearly calendar that outlines when we start reviewing the rules and regs and making changes.
 - 2. Lyle points out that the Compliance Committee is already compiling suggestions.
- E. Last year we had a reminder on the readerboard about only having fireworks in the park.
 - 1. Pat says Marv will put something on the reader board.

- F. Member has had their name on the list for a kayak rack and wants to know who to ask.
 - 1. Barb reports that they've done an audit on the racks, and that between now and next April they'll be revamping and organizing to improve the racks. Right now they're working through empty racks to see if those owners want to renew.
 - 2. Barb says Tiane has the list for the kayak rack waiting list
- G. Colleen wants to invite everyone to the 4th of July parade, which starts at noon. There will be a hot dog cart down by the clubhouse selling hot dogs, drinks, and chips. 15% of those proceeds will go to the Events Committee.
 - 1. Destiny mentioned getting that published on the website and event calendar
- H. Member mentioned having people who are on the waiting list partner up with people who aren't using their racks
 - 1. Barb says they'll meet to discuss this, it's a good idea
- I. Lisa mentioned that there are kayaks leaned against the fence that need to be moved
- J. Member points out that the community garden uses water and wonders how they will be managed going forward
 - 1. Pat says the last count of connections included these water hookups as commercial connections.
 - 2. There will be no additional charge to the Memorial Garden for water usage
- K. Member inquired about the red line in front of the memorial garden
 - 1. Barb says this was a decision made by another board member because cars were going down there too fast and almost hit someone. Barb points out that this was not discussed as a board. Barb says this was a decision that was made and implemented in the same day. Barb pointed out there are no signs that explain why it's there. The red line is a no parking indicator so that pedestrians don't get hit.
 - 2. Member points out that there is parking there by selective people, work crews who got permission from someone. Another member points out that they were asked to move and did move.
 - 3. Member asks if we will add signage to the fence, Barb confirms yes.
 - 4. Barb mentions people have been leaving their cars in the boat launch when they go kayaking, and there's a need for signage to mitigate that.
- L. Another member asks if it's a bioswale on the other red line
 - 1. Member points out that speeding is the issue, and that we should take steps to mitigate speeding, because it's just as problematic to walk anywhere else in the neighborhood
- M. Pat points out that we need to figure out what happened and why the red line ended up there before we take any action, and reminds the membership that this is news to the board, and there is some catching up to do.

- N. Member points out that we as pedestrians are supposed to walk facing traffic, with dogs on the left. Points out that we can include safety reminders in the newsletter for pedestrians and cyclists

V. Introduction of board members

- A. Pat
- B. Barb
- C. Stan
- D. Marv
- E. Destiny

VI. Approval of minutes of May 23rd Board Meeting

Barb moves that we approve the minutes as read, Marv seconds. Pat calls for the vote, all in favor.

VII. Treasurer's Report

- A. Dianne is absent, so Mike is handling the overview
- B. Vantage came in to do the transition over to Quickbooks
- C. The board reviews the financial report copies
 - 1. There is a healthy income, with marina pulling in a large pool
 - 2. Employment expenses are under budget, but the community's largest expense
 - 3. Electricity and propane increases put us well over budget for utilities
- D. Member question: Concerns raised about our reserve income seeming too high, that it might be inaccurate
 - 1. Mike notes that this is due to a transfer that artificially inflated the income category. Our old accounting system categorized this income as revenue, but really it was just an account transfer.
- E. Member points out that unspent excess isn't really excess, that a lot of motions were passed that those funds need to be earmarked for.
- F. Stan notes that our previous accounting system was set up more like a government system, and the transition, while needed, is creating some anomalies in our financial reports.

VIII. Committee, Board Member, Management Reports

- A. President's Report — Patricia Olive
 - 1. Pat thanks the committees for allowing her to sit in to get a sense of what each of them is working on.
- B. Management Report — Mike Haskett
 - 1. We received confirmation of a 30 day extension on the reserve study, July 25th is our new deadline.
 - 2. Mike reached out to a few attorney contacts, we should have pricing soon.
 - 3. He contacted the insurance company regarding the tree that fell on the pumphouse, insurance co will be calling tomorrow.
 - a) We don't know when the tree fell, so we may be beyond insurance coverage.

4. They're working on getting itemized statements ready for residents at Vantage
 - a) Mike proposed including the newsletter with the statements, Pat agreed
 - b) Mike wants to get the statements out Friday or Monday, Colleen confirms she can get the newsletter to him by Friday
- C. Architecture — Patricia Olive
 1. Colleen will speak, the architecture meeting is on Thursday at 1, agenda is out. Fence application to review, fence controversy, burned building to address, a front yard structure
- D. Compliance — Lyle presenting in place of Dianne.
 1. Lyle distributes the proposal to the board, which was emailed to them as well. Lyle notes that nothing was done in regards to compliance for the last two years. Complaints continue to come in and we have not been able to respond yet.
 2. Lyle points out that inconsistent enforcement could result in the state coming down on CBHOA for this.
 3. Lyle points out that we're not in compliance with RCW 46, and notes that this proposal will put us in compliance with RCW 46. The new tools, forms, and communications would be presented to the new attorney.
 4. The process is 5 steps:
 - a) Discovery (all complaints must be made in writing/email)
 - b) Inspection
 - c) Investigation
 - d) Enforcement (phone call and letter, reinspection, notice, reinsection, second notice, etc.)
 - e) The state requires us to offer due process
 - f) Lyle points out that revocation of privileges is an alternative to fines
 5. Stan asks what the process is to be proactive rather than reactive to ensure compliance
 6. Lyle says the committee has analyzed unresolved complaints for the last two years and distributed it amongst those members, giving each a street to reassess the problem.
 7. None of the committee members are allowed to inspect their own streets to maintain neutrality
 8. Proposal to convene all of the committees to align who will handle compliance on each committee
 9. The committee is gathering recommendations for rules changes (Colleen) to get those submitted to the board in time for the proposed annual rule changes
 10. Asking permission to look on Steve's computer for additional documentation

11. Forms are completed and available should the board be ready to put them in front of the new attorney
12. Chris mentions that a member may not have the finances for fines, and to use compliance and enforcement as an opportunity to help each other, rather than levy fines
13. Chris Petit points out that compliance should be kept in perspective, that time and energy should be allocated based on importance to avoid descending into pettiness (fire hazards and public health risks versus high weeds)
14. Pat proposes the board take some time to digest the information, and vote later. A phone vote is suggested if we feel the vote will be unanimous.

E. Marina — Stan Harris

1. We had a diver dive all of the pilings today, and reports they're in surprisingly good shape.
2. Some work needs to be done on the breakwater.
3. Several of the pilings are solid but loose in the sand, which is putting stress on the B dock, allowing it to move about two feet when the tide is out. We'll need to see if there's a way to stabilize this without replacing pilings, which will be costly.
4. We expect a report in the next day or two, after which we'll turn in paperwork.

F. Parks and Rec — Barb Quick

1. Contractor has assured us he'll get a rental fence around the wanigan this week
2. Repairs are still planned to start July 5th, and complete by end of July
3. Clubhouse rental and park use and kayak racks were discussed in the last meeting
4. There are concerns about the size of the events that are happening, user fees, and damages. Barb notes that the building should not exceed 50 occupants for an event. They're also looking at the forms to improve specificity for events. They're considering creating zones for the park, particularly in lieu of the upcoming wedding, but there are no park reservations. The committee has required them to bring two sanicans for the wedding. The plan is to lock the bathrooms during their event. We're limiting the parking passes to 10-15 to ensure community members are able to enjoy the park as well. Sandy mentions they'll be confirming liquor licenses for the events as well. These need to be submitted to the office prior to the event and posted at the event.
5. Member asks about what happens if a liquor license rule is violated. Barb points out that raising our fees may help to mitigate some of these issues.
6. Member asks whether we have an insurance policy for these situations, and suggests we have a policy that covers things that could happen during events. Barb agrees to address this at the next events meeting.

7. Member suggests reviewing our insurance coverage in general.

G. Roads and Stormwater — Marv Harris

1. Paving quote. Marv reports that a larger area is starting to sink around the hole in the parking lot. The contractor is proposing to cut a 50' east/west, 25' north/south hole and re-pave this spot. This plus the spot on Island Drive. The new bid is \$86,400 including taxes, as opposed to \$139,000 for the broader scope bid. Marv reports he's cut the bid back as much as he can, without compromising immediate needs.
2. Pat points out the budget was \$75,000.
3. Marv says the contractor can start the 3rd week of August if we can approve this expense.
4. Stan points out that the holes on Island Drive could pose a landslide hazard if it allows water under the roadmap

Stan makes a motion that we contract for up to \$95,000 for the road repairs, Barb seconds.

Unanimous vote in favor of passing the motion.

H. Water and wastewater — Patricia Olive for Richard Allard

1. Special assessments have gone out. Ballots can come in until the end of the day on Friday. There is an event at 11 on the ballot count day
2. Chris addresses the question about putting in the booster pump. The best way to avoid risk is to maintain positive pressure to avoid backflow.
3. Chris addresses the question about the location of the new well. He points out that building a new well would be extremely costly, and that drilling back to a point where we know safe water has been produced previously is our best bet, and that this is about balancing risk.
4. Chris points out that some members have not received his special assessment ballot, including him. Mike points out that there are signs that the mailing service may not be very reliable. Mike suggests that we keep extra ballots here at the office and communicate that to membership.
5. Mike reports that if less than 50% of the ballots are turned in rejecting the special assessment it will pass
6. The board and membership agrees to publish the document on the website and notify the community that ballots are available in the office
7. Chris proposes we pass out leaflets about the special assessment at 4th of July celebrations.
8. We need to vote on the ballot committee today.
9. Reservoir #1 Roofing bid. This bid has somewhat grown in complexity, as there are some trees at risk of falling. The board feels those trees should be cleared before roof repairs begin, and clear debris. The debris will be chipped and put by the water tower for the dog park. We're getting three bids for this.

- a) This roof is over a pool of water that will be our drinking water, so the plan is to re-roof this structure and sanitize the water system. This is part of the booster pump system.
- 10. Pat notes recently completed projects:
 - a) Water tower cleanout
 - b) Motor put into Well #2
 - c) Surge protection installed on Well #2
 - d) Existing water meters are getting tested this week, we hope to somewhat reduce our costs with what we have in stock, but the impact will not be significant
 - (1) Meters will need to be manually read
 - (2) American Pump will be installing meters
- 11. Member notes that many states require community-owned assets to be inspected annually. This would help us to prevent costly deferred maintenance. Member proposes we amend our bylaws to allow for these inspections.
 - a) Chris notes that part of our water plan includes a 20-30 year plan that will allow us to plan and budget for water infrastructure related updates and cost

IX. New business

A. Communications and technology — Destiny Hagest

- 1. Destiny met with the people who manage the website, and got a clearer picture of what systems are currently in place at CBHOA, and which need to be implemented. Right now she's focused on putting together a plan to help get the board more organized/centralized with documents and communication, assisting with technology decisions across committees, and assessing how best to go about livestreaming the board meetings via Zoom.

B. Annual meeting results — Destiny Hagest

- 1. Approve language of passed bylaws
 - a) We'll need to do this at the next meeting, the board was unaware of this procedure. Board to review and approve the changes to the bylaws at the next board meeting

Stan makes a motion to accept the votes as passed, Barb seconds, no discussion, all in favor.

C. Special Assessment — Patricia Olive

D. Securing a new HOA attorney — Patricia Olive

- 1. Mike to send new estimates for attorney/collections

Pat moves that we go to executive session to discuss personnel issues, liability issues, and contract issues. We do not believe there will be any voting after.

X. Unfinished business